



THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES

APPLICATION CHECKLIST & INSTRUCTIONS

for

MINOR VARIANCE,
PERMISSION TO EXPAND LEGAL NON-CONFORMING / NON-
COMPLYING USE / STRUCTURE,
OR OTHER

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWNSHIP
PLANNERS PRIOR TO SUBMITTING YOUR APPLICATION.**

**Please ensure you have completed the following prior to submitting your
application:**

- Fully complete all sections of the application form.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must be witnessed by a Commissioner to receive their stamp and signature.
- Application fees attached made payable to the Township of North Dumfries.
 - \$1,300.00
- Sketch or site plan (in a metric scale / with metric measurements) in accordance with the requirements of the application form.



THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES

- Copy(ies) of any correspondence, approvals or permits from outside agencies/ departments.
- Copy(ies) of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form from the Township's planning consultants, if you made use of this service prior to submitting your application.

□ APPLICANT POSTING INSTRUCTIONS

In order to facilitate consideration of your Application for Minor Variance / Permission / Other by the Committee of Adjustment for the Township of North Dumfries, we ask you to complete the following after your application is received and deemed complete by the Township and its consulting planners.

- Post a clearly visible sign approximately 14" x 18" bearing your name, your Application number (provided by Township staff), lot and concession number, and the Plan number, on the main access side of your property, preferably where your driveway accesses onto the Provincial Highway / Regional Road / Township Road (and in the middle of your shoreline frontage, if applicable).
- On the ground, clearly mark the location and area of the proposed building or structure using stakes and coloured plastic ribbon / string. Please take care to accurately mark the location of the proposed corners where a yard or building setback is an issue of your proposed development.
- It is your responsibility as Applicant to mark the property which is the subject of this Application.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications may be returned for re-submission. We may not hold incomplete applications in our office.

The Province of Ontario and the Ontario Ministry of Municipal Affairs and Housing (the "MMAH") make available online the following resources for your use.

Province of Ontario Home Page: www.gov.on.ca

MMAH Home Page: www.mah.gov.on.ca

Planning Act, R.S.O. 1990, c. P. 13 (the "Planning Act") & Regulations under the Planning Act: http://www.e-laws.gov.on.ca/Browse?queryText=dDocName+%3Cmatch es%3E+%60ELAWS_STATUTES * e%60+%3CAND%3E +%28xRegUnderAct+%3Cstarts%3E+%60P%60%29&resultCount=200&sortField=dDocTitle&sortOrder=ASC&startIndex=1&type=regs&letter=P&expand=yes&lang=en&act=elaw

[s statutes 90p13 e#16](#)

The Citizens Guide to Land Use Planning: <http://www.mah.gov.on.ca/Page338.aspx>

If you require additional assistance regarding this application please contact the consulting planners for the Township of North Dumfries at:

K. SMART ASSOCIATES LIMITED
85 McIntyre Drive
Kitchener, ON N2R 1H6
Phone: (519) 748-1199
Fax: (519) 748-6100
E-mail: planning@ksmart.on.ca



THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES

APPLICATION UNDER SECTION 45 OF THE
PLANNING ACT, R.S.O. 1990, c. P. 13 FOR

(Please check one box)

MINOR VARIANCE,

PERMISSION TO EXPAND
LEGAL NON-CONFORMING / NON-
COMPLYING USE / STRUCTURE,

OR OTHER

OFFICE USE ONLY		Delivery Date Stamp:
Application No.: A-_____/____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	

ASSESSMENT ROLL # 15-3001-____ - ____ - ____ - 0000

Did you consult with the Township's planning consultants?

 Yes No

If yes, please submit a copy of your completed "Pre-submission Consultation Form".

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only.



THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

c) **Planner:** _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) **Surveyor:** _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) **Solicitor:** _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) **Engineer:** _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2. OFFICIAL PLAN DESIGNATION:

- a) List the designations of the subject land in the Waterloo Regional Official Policies Plan (the "ROPP").

- b) List the designations of the subject land in the Township of North Dumfries Official Plan (the "Official Plan").

3. CURRENT ZONING:

List the current zoning of the subject land.

4. VARIANCE REQUESTED:

a) Nature and extent of the relief from the Zoning By-law:

b) Reasons why the proposed use cannot comply with the provisions of the Zoning By-law:

5. DESCRIPTION OF SUBJECT LAND:

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ Lot(s)/Block(s): _____

d) Reference Plan No. : _____ Part(s): _____

e) Geographic Township (former municipality) : _____

f) Township: _____

g) Region: _____

h) Civic Address: _____

i) Dimensions of subject land:

Frontage (m)	Depth (m)	Area (ha)

j) Are there any easements or right-of-ways affecting the subject land?

- Yes
 No

If yes, indicate and describe the purpose of the easement or right-of-ways:

6. EXISTING AND PROPOSED USES:

a) Date the subject land was acquired by the current Owner: _____

b) Existing uses of the subject land:

c) Length of time that the existing uses have continued: _____

d) Proposed uses of the subject land:

e) Date the existing building(s) or structure(s) on the subject land were constructed:

Type of Building/ Structure	Date Constructed
1.	
2.	
3.	

Interactive Minor Variance - Permission - Other Application Form

4.	

**Attach separate sheet if more than 4 existing or proposed structures for the above and the following tables.*

f) Location of all buildings and/or structures on the subject land (measured in metres):

Existing:

Type of Building / Structure	Front Yard (m)	Side Yard** (m)	Side Yard** (m)	Rear Yard (m)
1.				
2.				
3.				
4.				

*** Specify in heading of this table and those that follow if one of the side yards for the subject land is a Flankage Yard as described in Subsection 2.213 of the Zoning By-law. Also, label both side yards to differentiate them (e.g., East Side Yard).*

Proposed:

Type of Building / Structure	Front Yard (m)	Side Yard** (m)	Side Yard** (m)	Rear Yard (m)
1.				
2.				
3.				

Interactive Minor Variance - Permission - Other Application Form

4.				

g) Dimensions of all buildings or structures on subject land (measured in metres):

Existing:

Building / Structure	Ground Floor Area (m ²)	Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

Proposed:

Building / Structure	Ground Floor Area (m ²)	Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

h) What are the adjacent land uses?

To the north: _____

To the south: _____

To the west: _____

To the east: _____

7. ACCESS:

a) Access to the subject land is provided by: _____

- Provincial Highway
- Regional Road
- Township Road (Year-Round Maintenance)
- Township Road (Seasonal Maintenance)
- Private Road / Right-of-Way
- Water

b) If access to the subject land is by water only, indicate the following:
Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

8. SERVICES:

a) Water is provided to the subject land by:

- Regional Water Services
- Privately Owned / Operated Communal Well
- Private Well
- Lake / Other (Specify): _____

b) Sewage disposal is provided to the subject land by:

- Regional Sanitary Sewer Services
- Privately Owned / Operated Communal Sewage System
- Private sewage system
- Privy / Other (Specify): _____

c) Storm drainage is provided to the subject land by:

- Storm Drains
- Ditches
- Swales
- Natural
- Other (Specify): _____

9. OTHER PLANNING APPLICATIONS:

List any applications made under the *Planning Act*, R.S.O. 1990, c. P. 13 for the subject property:

Application	Township File No. / Ontario Regulation No.*	Status
Official Plan (Section 22)		
Zoning By-law (Section 34) or Minister's Zoning Order (Section 47)*		
Site Plan (Section 41)		

Interactive Minor Variance - Permission - Other Application Form

Minor Variance (Section 45)		
Plan of Subdivision (Section 51) / Condominium (<i>Condominium Act</i>)		
Consent (Section 53)		

10. REQUIRED SKETCH PLAN:

Please attach 10 copies of the sketch plan (*with at least one copy on 8.5" x 11" paper*) and, if possible, a digital version in Acrobat and / or AutoCAD drawn to a metric scale, including metric measurements, and showing at a minimum the following.

- a) The boundaries and dimensions (frontage, depth and area) of the subject land.
- b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- c) The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- d) The existing land uses located upon land that is adjacent to the subject land.
- e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an open or unopened Provincial, Regional or Township public road, a private road, or a right-of-way.
- f) If access to the subject land is only by water, the location of the parking and docking facilities to be used.
- g) If the subject land has water frontage, label the river / lake name.
- h) The location and nature of any easement affecting the subject land.
- i) North arrow and metric scale of sketch plan.
- j) Location and distances from property line of all proposed and existing structures in metric units.

11. AUTHORIZATION OF AGENT BY OWNER:

(Applicable if an Agent is making this application on your behalf.)

If the Applicant is not the Owner of the land subject to this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____ the undersigned, being the
Registered Owner(s)

Registered Owner(s) of the subject land, hereby authorize _____
Agent

to act as my Agent with respect to the preparation and submission of this Application.

Signature of Owner

Date

Signature of Owner

Date

12. FREEDOM OF INFORMATION AND PRIVACY:

Personal information contained in this form, collected and maintained pursuant to Sections 1.0.1 and 45 of the *Planning Act*, R.S.O. 1990, c. P. 13 will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The Owner acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this Application to be public information and to form part of the public record. With the filing of the Application, the Owner consents to the Township photocopying or digitally reproducing and releasing the Application and any supporting material either for its own use in processing the Application or at the request of a third party, without further notification to or permission from the Owner. The Owner also hereby states that it has authority to bind its consultants / agents to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Administrator/Clerk-Treasurer at the Township of North Dumfries at (519) 621-0340 / (800) 563-5595.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

13. AUTHORIZATION FOR TOWNSHIP STAFF/COMMITTEE TO ENTER & INSPECT:

Committee of Adjustment members, Township staff, and/or Township consultants may conduct site inspection(s) of your lands. By submitting this Application and executing this authorization, the Owner is authorizing those parties to access your lands for the purposes of conducting the required site inspection(s) and to post any additional notices. Please be advised that where access is by water or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

14. DECLARATION OF OWNER / AGENT:

(The Owner(s) / Agent must sign this Declaration in the presence of a Commissioner.)

I _____ (Owner(s)/Agent) of the _____

of _____ in the County/District/Regional Municipality of _____

do solemnly declare that all of the statements contained in this Application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the _____

in the _____ of _____

this _____ day of _____, 20_____.

Signature of Owner

Signature of Owner

Signature of Agent (if Applicable)

Signature of Commissioner

Commissioners Stamp

15. ADDITIONAL FEES:

If planning, engineering, legal and/or any other third party expert fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for the same.

Signature of Owner(s)/Agent

Date

Please submit this application to the Secretary-Treasurer for the Committee of Adjustment for the Township of North Dumfries at:

**Township of North Dumfries
1171 Greenfield Road, RR#4
Cambridge, ON N1R 5S5
Phone: (519) 621-0340
Fax: (519) 623-7641
Toll Free: (800) 563-5595**